

MONTHLY FIRE PREVENTION AND SAFETY INSPECTION CHECKLIST

YEAR

TO	NATIONAL CEMETERY AREA OFFICE	FROM	NAME AND LOCATION OF CEMETERY	BUILDING NAME OR NO.
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The following is a partial list furnished to remind you of the most important things to look for during a FIRE PREVENTION AND SAFETY INSPECTION. This form will be filled out in duplicate and used for 6 monthly inspections. At the end of this period, the original will be submitted to the appropriate NCAO and the duplicate retained in the cemetery file. Any rating factor checked "NO" must be explained with corrective action indicated on a separate sheet and attached to this form.

LINE NO.	ITEM	MONTH OF INSPECTION											
		YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
ELECTRICAL EQUIPMENT													
1	Equipment and wiring in good condition												
2	Wiring is suspended by clips and holders												
3	Switches and fuse boxes protected												
4	Proper lighting provided												
5	All portable electric equipment grounded												
SMOKING - MATCHES													
6	Smoking confined to specific area												
7	"No smoking" signs posted in prohibited areas												
8	Use of other than safety matches prohibited												
FLAMMABLE LIQUIDS, INCLUDING PAINTS, VARNISHES, ETC.													
9	Flammable liquids including paints, varnishes, etc., stored in approved place												
10	Safety cans are being used to store flammable liquids												
11	All tanks, drums and cans free from leaks and in good condition												
COMBUSTIBLE MATERIALS													
12	Combustible materials stored in approved buildings or areas												
13	Oily rags kept in self-closing metal receptacles and disposed of regularly												
14	Combustible materials, while in use, are located away from ignition sources, e.g., flues, steam pipes, etc.												
REFUSE, TRASH AND ASHES													
15	Refuse and trash deposited in proper containers and disposed of daily												
16	Ashes placed in metal containers												
17	Refuse receptacles provided												
18	General area free of refuse												
FIRE FIGHTING EQUIPMENT AND DEVICES													
19	Telephone number of fire department posted in appropriate location												
20	Fire extinguishers easily accessible and ready for use in event of fire												
21	Sprinkler heads unobstructed and in good condition												
22	Fire and evacuation plan posted in conspicuous place												
23	Fire doors, chains and fuse links in good working condition												
24	Location of fire alarm boxes properly marked												
25	Occupants of this building have been instructed in the use of fire extinguishers and in what to do in case of fire												
26	Fire drills were conducted this month												